



28 OCT 1977

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

FROM: Michael J. Malanick
Acting Deputy Director for Administration

SUBJECT: Directorate of Administration
Declassification Review Guidelines

1. In order to promote uniformity in conducting the declassification review of DDA records, the Records Review Branch of ISAS has prepared a comprehensive topical review guideline which is intended for use on all documents and information originated by or attributable to any past or present component of the DDA, wherever found. Every effort was made to include coverage of your component's security interests and sensitivities, as set forth in the submissions supplied RRB through your declassification focal point officers.

2. The attached guideline has incorporated the inputs received by RRB and has combined like items for a topical format. Also attached is a copy of your original submission to RRB, annotated to the appropriate section and the item of the guideline. Please check the original submissions of your Office against the indicated sections of the topical guideline to verify that those areas of continuing sensitivity for your component are adequately covered.

3. Please inform RRB, through your focal point officer, if you believe any additional items should be added.

4. Time periods for the re-review of security sensitive material exempted from automatic declassification will be established in the pending Executive Order concerning national security information and material.

5. A response to RRB concerning this guideline is requested within five days of receipt by your Office.

/s/ **Michael J. Malanick**

Michael J. Malanick

Attachments: a/s

26 OCT 1977

MEMORANDUM FOR: Director of Data Processing

FROM: Michael J. Malanick
Acting Deputy Director for Administration

SUBJECT: Directorate of Administration
Declassification Review Guidelines

1. In order to promote uniformity in conducting the declassification review of DDA records, the Records Review Branch of ISAS has prepared the attached comprehensive topical review guideline. This guideline is intended for use on all documents and information originated by or attributable to any past or present component of the DDA, wherever found.

2. On 30 June, your Office informed RRB that it "did not create any records in the 1946-1956 period which requires declassification review." In a subsequent conversation with your declassification focal point officer, RRB obtained ODP consent to review any material relating to computers, ADP systems, etc. in accordance with guidance supplied by the originator of the records containing such material.

3. The attached guideline is forwarded for your review and information. RRB made every effort to cover the security sensitivities of all DDA components. Please inform RRB, through your focal point officer, if you believe any additional items should be added. A response to RRB concerning this guideline is requested within five days of receipt by your Office.

/s/ Michael J. Malanick

Michael J. Malanick

Attachment: a/s

Distribution:

Original - Adse w/att
1 - DDA Subject w/att
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① - ISAS/RRB w/att

DDA/ISAS/RRB [] jkb (21 Oct. 77)

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OUTLINE: DDA REVIEW GUIDELINE

- I. General Guidance
- II. Sources and Methods
- III. Official Liaison
 1. Foreign
 2. Domestic
- IV. Intelligence Administration
 1. Personnel and Cover
 2. Finance
 3. Logistics and Support
- V. Equipment and Research
- VI. Technical Intelligence Collection
 1. COMINT
 2. ELINT
 3. T-TK
 -
 5. OTHER

STATINTL

Appendix: Equipment Designation Abbreviations

Guidelines for the Declassification Review of DDA Records

I. GENERAL GUIDANCE

1. The following guidelines are to be utilized for the declassification review of all documents, information, and other materials originated by or attributable to the Directorate of Administration and/or functional predecessors over which it still maintains original or final authority.

2. These guidelines are to be applied to all DDA-originated material, wherever located, however, they do not supersede restrictions imposed by the originators of documents and information over which the DDA does not exercise exclusive or final jurisdiction. No declassification action is permitted without the authorization of officially approved guidelines.

3. Classified documents and information furnished by a foreign government, international organization (or official representative thereof), or produced jointly with a foreign government or international organization shall be exempt from automatic declassification without the approval of the foreign government or international organization concerned.

4. Subject to approval by the originator of the information or functional successor, documents and information which would ordinarily be exempted from declassification may be declassified if it is determined that, based on prior official disclosure or other considerations, current or future equities clearly would not be adversely affected by declassification, provided that the information has been released in its entirety and not on a fragmentary basis.

5. Some documents, information, and other material falling within the exemption criteria described in these guidelines may have been originated in an unclassified format. If such material is located in the course of review, it is to be identified for further action by the originating component or its successor. Such material will be handled as if it were classified.

6. Classified documents, information, or other materials specifically protected by statute will receive continued protection in accordance with the provisions of the relevant statute. Restricted Data and Formerly Restricted Data shall be downgraded and declassified in conformity with the provisions of the Atomic Energy Act of 1954 (as amended) and appropriate regulations issued in accordance thereto.

7. Unless otherwise specified, all documents to be certified as requiring continued protection beyond 20 years will be protected at the Confidential level. Any compartmentation will continue to apply unless otherwise stated. Material exempted from automatic declassification will be protected in accordance with statute, pertinent executive orders, and appropriate Agency regulations.

8. Prior to 1954, the word "Restricted" was used to designate a fourth classification level. During the review any material found so marked should be treated at the Confidential level; however, do not confuse this classification with that of "Restricted Data" which is used by ERDA.

9. Sections II-VI below, describe in detail specific declassification guidelines, however, in order to qualify for continued protection, all

material reviewed must meet one of the following criteria in that if released to the public the material could reasonably be expected to:

(A) Cause damage to the national security;

(B) Have an adverse effect upon foreign relations;

(C) Place a person in immediate jeopardy;

(D) Compromise intelligence sources and methods which require protection as prescribed by the National Security Act of 1947 and the CIA Act of 1949.

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